



OTCnetSM
Deposits Made Simple

Setting Up an Organizational Hierarchy

This Job Aid is setup to print on 11x17

In this job aid, you will learn how to set up your organizational hierarchy. Specifically, you will learn how to:

- Step 1. Add a lower level OTC Endpoint to highest level organization
- Step 2. Add additional OTC Endpoints
- Step 3. Add accounting codes
- Step 4. Map Accounting Codes
- Step 5. Set Deposit Processing Options

1 Add Lower Level OTC Endpoint to Highest Level Organization

To add a lower level **OTC Endpoint** to the **Highest Level Organization**, complete the following steps:

- 1.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**.

- 1.2 The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your organization's **OTC Endpoint** that appears in the list.

- 1.3 The *Step 2 of 3: Update OTC Endpoint Information* page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the highest level organization (you can also add to lower level OTC Endpoints). Enter the lower level OTC Endpoints' **Short Name** and **Description**, then click **Next**.

- 1.4 The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit**.

2 Add Additional OTC Endpoints

To add additional **OTC Endpoints** to an existing **OTC Endpoint**, complete the following steps (refer to graphics from Step 1):

- 2.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify** (see 1.1 above).
- 2.2 The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your **OTC Endpoint** that appears in the list (see 1.2 above).
- 2.3 The *Step 2 of 3: Update OTC Endpoint Information* page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint. **Short Name** and **Description** text boxes appear. When you have finished, click **Next** (see 1.3 above).
- 2.4. The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit** (see 1.4 above).



Application Tip

Short name(s) are user-defined text describing an organization. You can choose to enter up to 10 alphanumeric characters. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).



Application Tip

Do not include the following special characters in the **Short Name** field: **&** (ampersand), **** (back slash), **'** (apostrophe), or **@** (at sign). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

Note: Below is a general **Application Tip** that applies to all tasks if modified. The **Edit** feature is located on the **Review** pages for the tasks you perform.



Application Tip

For all tasks, click **Edit** if you need to make additional changes after reviewing the information.



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3

Add Accounting Codes

To add Accounting Codes, complete the following steps:

- 3.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify**.

The screenshot shows the 'Administration' tab selected. Under the 'Manage Organizations' dropdown, 'Accounting Codes' is selected, and the 'Modify' button is highlighted with a red circle labeled 3.1.

- 3.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to add the accounting codes.

The screenshot shows the 'Modify Accounting Codes' page, Step 1 of 3: Select OTC Endpoint. It instructs the user to select the top level OTC Endpoint. The 'Agency-FI - Agencies Using Commercial FIs' option is selected and highlighted with a red circle labeled 3.2.

- 3.3 The *Step 2 of 3: Update Accounting Codes* page appears.

To enter the new accounting codes:

- Navigate to the first blank row. If all of the rows are populated scroll down to the bottom and click **Add More Lines**
- Enter the details in both **Accounting Code** and **Description** text boxes

- Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol (if applicable)
- Click **Next** when you have completed entering the new accounting code(s).

The screenshot shows the 'Modify Accounting Codes' page, Step 2 of 3: Update Accounting Codes. It displays a table with columns: TAS, Agency Accounting Code, Description, and Delete. The first row is populated with 'OAC-01' and 'Acct Code 1'. The 'Add More Lines' button is highlighted with a red circle labeled 3.3.



Application Tip

To input additional agency accounting codes, click **Add More Lines** to insert additional rows to the table.

- 3.4 The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.

The screenshot shows the 'Modify Accounting Codes' page, Step 3 of 3: Review Accounting Codes. It displays a table with columns: TAS, Agency Accounting Code, and Description. The first row is populated with 'OAC-01' and 'Acct Code 1'. The 'Submit' button is highlighted with a red circle labeled 3.4.

4

Map Accounting Codes

To map Accounting Codes, complete the following steps:

- 4.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**.

The screenshot shows the 'Administration' tab selected. Under the 'Manage Organizations' dropdown, 'Accounting Codes' is selected, and the 'Modify OTC Endpoint Mappings' button is highlighted with a red circle labeled 4.1.

- 4.2 *Step 1 of 4: Select OTC Endpoint* page appears. Select the **OTC Endpoint** for which accounting code endpoint mapping you would like to assign.

The screenshot shows the 'Modify Accounting Codes to OTC Endpoint' page, Step 1 of 4: Select OTC Endpoint. It instructs the user to select the OTC Endpoint to view and modify accounting code Endpoint mappings. The 'L3DFI Key - Level 3D Agency-FI KeyBank' option is selected and highlighted with a red circle labeled 4.2.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.



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4 Map Accounting Codes Cont'd

4.3 The *Step 2 of 4: View Assigned Accounting Codes* page appears. Click **Assign Mappings**.

Modify Accounting Codes to OTC Endpoint

Step 2 of 4: View Assigned Accounting Codes.

Review the list below and select the **Assign Mappings** to add accounting code mappings.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

OTC Endpoint:L3CFI Key - Level 3C Agency-FI KeyBank

Note:OTC Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

<< < 1-4 > >> of 4 Records

TAS	Description
703220	Waiver Request (Mod)
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

< Previous Cancel **Assign Mappings** Remove Mappings >

4.4 The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears. Enter the search criteria for **Accounting Code (Starting With)** and/or **Description (Contains)** and click **Search**.

Assign Accounting Codes to OTC Endpoint

Step 2 of 4 Continued: Search and Assign Accounting Codes.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

OTC Endpoint:L3CFI Key - Level 3C Agency-FI KeyBank

Enter your search criteria and click Searchto search for accounting codes to assign

Accounting Code (Starting With)

Description (Contains)

Clear Search

4.5 The *Step 2 of 4 Continued: Check the Assign box(es)* for the accounting code that you want to assign and click **Next**.

Assign Accounting Codes to OTC Endpoint

Step 2 of 4 Continued: Search and Assign Accounting Codes.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

OTC Endpoint:L3CFI Key - Level 3C Agency-FI KeyBank

Enter your search criteria and click Searchto search for accounting codes to assign

Accounting Code (Starting With)

Description (Contains)

Clear Search

Search Results

TAS	Description	Assign
703220	Waiver Request (Mod)	<input type="checkbox"/>

< Previous Cancel **Next** >



Application Tip

All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.



Application Tip

If an Agency has identified accounting codes as a **TAS**, only valid **TAS** will be available for mapping to an OTC Endpoint.

4.6 The *Step 3 of 4: Assign Accounting Codes* page appears. Review and verify the accounting code(s) you would like to assign and click **Next**.

Assign Accounting Codes to OTC Endpoint

Step 3 of 4: Assign Accounting Codes

Review the list below and verify the accounting codes you would like to assign.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

OTC Endpoint:L3CFI Key - Level 3C Agency-FI KeyBank

Note:OTC Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

<< < 1-3 > >> of 3 Records

Currently Assigned Accounting Codes

TAS	Description
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

Accounting Codes Marked for assignment

TAS	Description	Remove
703220	Waiver Request (Mod)	<input type="checkbox"/>

Update

< Previous Cancel **Next** >



Application Tip

Check the **Remove** box(es) and click the Update button to delete the OTC Endpoint mapping for an accounting code.

4.7 The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the **OTC Endpoint**.

Assign Accounting Codes to OTC Endpoint

Step 4 of 4: Review Accounting Codes to OTC Endpoint

Verify the following information is correct and click **Submit** to assign the accounting code to the OTC Endpoint.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

OTC Endpoint:L3CFI Key - Level 3C Agency-FI KeyBank

Note:OTC Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Accounting Codes Marked for assignment

TAS	Description
703220	Waiver Request (Mod)

< Previous Cancel **Submit** >

Once you have submitted the request to assign accounting code(s), you will have the option to click on **Manage Additional** which will allow you to assign or remove additional accounting codes.

Assign Accounting Codes to OTC Endpoint

Confirmation

The following accounting codes have been assigned to the OTC Endpoint.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

OTC Endpoint:L3CFI Key - Level 3C Agency-FI KeyBank

TAS	Assigned Accounting Codes
70X6697	Collections for Bonds
70X5088.1	Examination Fees
70X3875.01	Applications
703220	Waiver Request (Mod)

Return Home Manage Additional



Application Tip

A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active or deactivated batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.



5a

Set Deposit Processing Options (Custom Labels)

To define a **Custom Label**, complete the following steps:

5a.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**.

5a.2 The *Select OTC Endpoint* page appears. Select the highest level **OTC Endpoint** for which you want to modify custom labels.

5a.3 The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next**.

Update the labels by:

- Entering a title for your **Organization Hierarchy Labels**
- Entering an agency accounting code title for the **Accounting Code Definition Label**

5a.4 The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit**.

5b

Set Deposit Processing Options (Modify Processing Options)

5b.1 From the **Manage Organizations** menu, select **Processing Options** and click **Modify**

5b.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to modify a processing option.



5b Set Deposit Processing Options (Modify Processing Options Cont'd)

5b.3 The *Step 2 of 3: Define Processing Options* page appears. Modify the processing option(s) and click **Next**.

To modify **Accounting Classifications for Adjustments**, you can update **Default Accounting Codes** by:

- Selecting either **Use parent's values** or **Use my values**
- Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass) or Clicking **Search** (magnifying glass) to view accounting codes
- Selecting the accounting code to apply a credit and/or debit adjustment type and click **Apply to Debit** and/or **Apply to Credit**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by:

- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Correspondence**, you can update **Returned Items** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Deposit Preparation**, you can update **ITGA Deposit Creation** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy



5b Set Deposit Processing Options (Modify Processing Options Cont'd)

Update **Subtotals and Cash Count** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

Subtotals and Cash Count

Update subtotals and currency/coin counts for deposits
☒ Use parent's values ☐ Use my values

Include sub-totals for Checks/Money Orders and Cash
☒ Yes ☐ No

Include Currency count and sub-totals by denomination
☒ Yes ☐ No

Include coin count and sub-totals by denomination
☒ Yes ☐ No

Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Update **Accounting Code Subtotals** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy

Accounting Code Subtotals

Negative Accounting Code Subtotals
☒ Use parent's values ☐ Use my values

Allow negative Accounting Code Subtotals
☒ Yes ☐ No

Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Update **Separation of Duties** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options.
 - Deposits must be prepared and approved by different employees *(unless permission is granted otherwise)*
 - Allow changes by an organization lower in hierarchy

Separation of Duties

Update policy requiring separation of duties for deposit preparation and approval
☒ Use parent's values ☐ Use my values

Deposits must be prepared and approved by different employees
☒ Yes ☐ No

Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Modify **Transaction History** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Click **Next**

Transaction History

Update the number of days displayed
☒ Use parent's values ☐ Use my values

Number of days displayed*
45

Allow changes by organization lower in hierarchy
☒ Yes ☐ No

5b.4

Cont'd

Previous Cancel Next »

5a.5 The Step 3 of 3: Review the following processing options page appears. Verify the information is correct and click **Submit**.

Modify Processing Options

Step 3 of 3: Review the following processing options
organization(s) will be affected by these processing option modifications.

Verify the following information is correct and click Submit to store the processing options.
Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Accounting Classifications for Adjustments

Default Accounting Codes

Adjustment Type	Account Code	TAS
Debit	CODE110	
Credit	70X6697	✓

Inherit Option from ParentNo

Can Descendant Org ModifyYes

Default Accounting Code Usage

Default based upon Deposit Subtotals for Deposit AdjustmentsYes

Inherit Option from ParentNo

Can Descendant Org ModifyYes

Correspondence

Returned Items

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	US
Postal Code	63214
Contact Phone Number	123-456-7890
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Adjustments

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	US
Postal Code	63214
Contact Phone Number	123-456-7890
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Preparation

ITGA Deposit Creation

Allow endpoint to create foreign depositsNo

Default foreign currency when creating deposits

Inherit Option from ParentNo

Can Descendant Org ModifyYes

Subtotals and Cash Count

Include sub-totals for Checks/Money Orders and CashYes

Include Currency count and sub-totals by denominationYes

Include coin count and sub-totals by denominationYes

Inherit Option from ParentNo

Can Descendant Org ModifyYes

Accounting Code Subtotals

Allow negative numbers on accounting sub-total amountsYes

Inherit Option from ParentNo

Can Descendant Org ModifyYes

Separation of Duties

Deposits must be prepared and approved by different employeesNo

Inherit Option from ParentNo

Can Descendant Org ModifyNo

Transaction History

Transaction History

Number of days displayed in Transaction History45

Inherit Option from ParentNo

Can Descendant Org ModifyNo

5b.5

Previous Cancel Submit



5c

Set Deposit Processing Options (Create a User-Defined Field)

To create a **User-Defined Field**, complete the following steps:

5c.1 Click the **Administration** tab. From the **Manage Organization** menu, select **User-Defined Fields** and click **Modify**.

5c.2 The **Select OTC Endpoint** screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).

5c.3 The **Step 1 of 3: Select User Defined Field to Maintain** page appears. Click the **Create UDF**.

5c.4 The **Step 2 of 3: Modify the User Defined Field** page appears. Add the user defined field, and click **Done**.

You can add a user defined field by:

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**. If the **Drop Down List of Alphanumeric Values** **Data Type** is selected, proceed to **List Values** and task 5c.5

- If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 5c.6.

- **Maximum Input Length** (Maximum length is 255)
- **Minimum Input Length**
- **Display Order Number**

- Selecting **Mandatory** or **Optional** for Activity User Entry

- Click **List Values** and follow 5c.5 (if applicable, if not click **Done**)

5c.5 A **Step 2 of 3 (Continued): Define Permitted Values** page appears. Enter details for both the **Value** and **Description**, and click **Done**.

5c.6 The **Step 3 of 3: Review** page appears. Verify the User Defined Field information is correct, and click **Submit**.

The User Defined Fields cannot be modified if it is associated with deposits that are in **Draft** or **Awaiting Approval** status.

NOTE: This job aid is not intended to replace **Chapter 4 (Managing Your Agency's Hierarchy)** or **Chapter 5 (Configuring Deposit Processing Settings)** of the OTCnet Administration Participant User Guide.